

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Two years or more of college or technical study in accounting, business administration, finance.

b. Prior Work Experience:

SEE ATTACHMENT

c. Post Entry Training:

Training in USAID voucher examination requirements, project implementation and USAID computerized accounting systems.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level IV (fluent) speaking, writing and reading in both English and Spanish.

e. Job Knowledges:

SEE ATTACHMENT

f. Skills, and Abilities:

SEE ATTACHMENT

16. POSITION ELEMENTS:

a. Supervision Received:

The incumbent works under the supervision of the supervisory Voucher Examiner. The Supervisor reviews work performed in terms of overall results, but the incumbent is expected to work independently.

b. Supervision Exercised:

N/A

c. Available Guidelines:

USAID ADS, Standardized Regulations, Controller General Decisions, Phoenix User Guide, FAR/FTR/FAM/AID regulations, E2 Solutions Travel System Manual, Contract Provisions and Prompt Payment Act.

d. Exercise of Judgment:

The incumbent is expected to exercise a high degree of professional judgment in applying regulations and contract provisions to invoices.

e. Authority to Make Commitments:

Financial Commitments (contract and purchase orders). Performance Commitment, can commit the Controller's Office to provide interpretations of rules and contract terms by a specified date.

f. Nature, Level, and Purpose of Contacts:

Contractors, Non-Governmental Organizations, employees at all levels of USAID, GODR Officials to clarify items on Voucher and to resolve discrepancies.

g. Time Expected to Reach Full Performance Level:

One (1) year.

13. BASIC FUNCTION OF THE POSITION

The incumbent serves as a Voucher Examiner in the Voucher Section of the Controller's Office, in the USAID/Santo Domingo, Dominican Republic. She/he is responsible for auditing and examining a wide variety of administrative and program vouchers and processing the payments in the Agency's Phoenix financial management system. The incumbent is also responsible or serves as a backup for coordinating the payroll processing of the USDH, USPSC, and FSN employees.

The primary purpose of this position is to examine project vouchers as well as analyze and review internal controls regarding project payments. These vouchers are of the most complex project related activities. Secondly, the position will examine complex and simple operating expense voucher. The types of vouchers include payments for utilities, leases, purchase orders, contracts, grants, petty cash, cash payments, allowances, cashier reimbursements, credit cards, travel and transportation. Audits vouchers to ensure payments are accurate, properly approved, properly supported, and properly funded.

The USAID/DR is a regional center and the incumbent will also be assigned responsible for providing voucher examination and payroll liaison services, to a varying degree, to our client posts that currently include missions in Haiti, Barbados, Guyana, and Jamaica.

14. MAJOR DUTIES AND RESPONSIBILITIES

80%

Entirely responsible of the examination of all type of vouchers for DR and client posts ensuring that payments are made on time, are not duplicate payments, and are made in accordance with the terms of the underlying agreement or authorization, as well as applicable U. S. and client posts laws and regulations. Individual judgment and discretion in applying regulations and procedures is required according to the complexity of the vouchers. Also creates the voucher document and processes the payment in the Agency's Phoenix financial management system, identifying the appropriate source of funds to charge, and reviews and

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analyses payment histories using Phoenix reports.
Process payment funded from oldest funding sources first to assist in maintaining orderly disbursements.

Audit the "Report of Expenses/Advances Control" of Project Vouchers to ensure that advances are following USAID and US Treasury guidelines and contact the NGOs and grantees to report and correct discrepancies, if any. Follows-up outstanding advances and inform the COTR and Financial Analyst regarding advances over 60 days.

15%

Serves as Payroll Liaison or backup responsible for coordinating the Mission's WebTA payroll system for USDH and USPSC, and coordinates and submits Time and Attendance reporting (T &A) for FSN employees. This includes receiving and compiling the T&A reports from the time keepers, reviewing the T&A reports for accuracy and compliance with regulations, making adjustments when warranted, updating the FSN automated T&A reporting systems, generating T&A summary reports for approval by the Supervisory Voucher Examiner and transmitting the information to the appropriate payroll processing center. Also serves as the in-house expert on T &A regulations for both systems and reporting requirements, and provides guidance to the Mission time keepers as needed. Maintain communication with the payroll processing centers and reports any changes in the employees status.

5%

The incumbent is also responsible to prepare various reports, such as quarterly financial data collection in regards with accrual leave, IPIA, Transportation Vouchers, etc. Also follows up on outstanding documents, travel advances and other type of advance. Performs other related duties as assigned. Serves as backup for the Voucher Examiner Supervisor when requested and serves as backup for the others Voucher Examiners. Maintains up-to-date and organized files.

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b. Prior Work Experience:

From four to five years of progressively responsible experience

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in account payable, accounting or other related fields. Knowledge of U.S Government and Agency rules and regulations is desirable but not required.

e. Job Knowledge:

A thorough knowledge of host country laws and regulations concerning contract payments is required, USAID travel regulations, Standardized regulations, FAR/AIDAR and US Laws & Regulations concerning contract payments is desirable.

f. Skills and abilities:

- Very Good handling of computer skills particularly with applications of spreadsheet, word processing, e-mail and internet search in a Windows based environment.
- Perform independent analysis on accounting records as they pertain to the most complex project vouchers.
- Ability to apply complex rules to examine payment amounts with contract terms.
- Identify duplicate payments or unallowable amounts.
- Logical and organized thinking to develop and use reports from computerized accounting system.
- Ability to work under pressure.
- Numerical skills & accuracy to examine payment amounts with contracts terms , identify duplicate payments, or unallowable amounts.
- Excellent interpersonal skills to deal with internal and external customers.

Experience working with spreadsheets and Word Processing.